

ATTACHMENT 1

NEGOTIATED PROJECT SCOPE FOR PROFESSIONAL AGREEMENT

PROJECT NUMBER: _____
 PROJECT NAME: _____
 PROJECT LOCATION: _____

[NOTE TO DESIGN MANAGERS AND PROFESSIONAL: During the negotiations for Professional Agreements a detailed Negotiated Project Scope is to be developed by the Professional. This Negotiated Project Scope becomes an attachment to the Agreement for Professional Services.]

[For preparation purposes, this document is divided into two Sections:

- 1. Part A, Project Overview and Description: To be prepared by the Professional.***
- 2. Part B, Basic Services, Part C, Anticipated Additional Services and D, Excluded Services: To be reviewed together by the Design Manager and Professional for selection of those items that better clarify the services specific to the Projects.]***

[Brackets [italic text] indicate instructions to the Design Manager and/or Professional and shall be removed from the final document.]

A. PROJECT OVERVIEW AND DESCRIPTION: [By the Professional]

[Select one of the following two statements:]

The Project Program Statement (PPS) (Copy Attached) is supplemented and further clarified by the following:

[or]

The Request For Project Action (RFPA) (Copy Attached) is supplemented and further clarified by the following:

[The Professional is to provide a detailed written description of the project to be designed if the items below are not fully described in the PPS or RFPA. Include such items as:

- ***List of all major elements/facilities to be design and constructed as part of the project and describing each by identifying their:***
 - ***size***
 - ***capacity***
 - ***number of floors***
 - ***type***
 - ***use***
 - ***and/or other descriptors***
- ***Design Approach and Assumptions***
- ***List of Anticipated Approval and Permitting Agencies including anticipated review time***
- ***Preliminary Project Schedule for major events based on number of days after notice to proceed (receipt of executed agreement). Include all project schedule milestones like, each design submission, each permit/approval application and permit /approval receipt, bid advertisement, bid receipt, award of construction contracts and construction duration.***
- ***Opinion of the adequacy of the Project's Basic Construction Amount***
- ***Information or items required from the Client Agency or DGS for the design (i.e. previous reports, surveys, current and anticipated staffing, record drawings, schedule or time restraints, scope priorities.***
- ***Other]***

[When developing the list of Scope of Services items under parts B, C and D below, start with this master list and turn on "Track Changes", so the Portfolio Manager and/or the Director or Assistant Director can see any project specific edits that you and the Professional are recommending.]

B. BASIC SERVICES: [By the Design Manager and Professional]

[Below is a list of several frequently used Scope of Services items that may or may not apply to this Agreement. The Design Manager must review these frequently used Scope of Services items with the Professional and determine which ones, if any, are to be made part of the Negotiated

Project Scope. Edit, expand, delete or add descriptions as may be necessary for the project specifics. Do not include Scope of Services items that do not apply to this project.

The Basic Services to be provided for the Project shall be as described in the Agreement for Professional Services and as outlined herein. The following further clarifies certain Basic Services:

1. **Existing Building Survey/Measured Drawings:** **[Confirm what drawings exist during negotiations. If none exist, negotiate the cost as part of Basic Services]** All services associated with field measuring, verification and documenting of existing conditions, as necessary to supplement the existing building drawings, and as required to prepare Base Drawings for the project scope of work. No measured drawings outside the area of the scope of the project are required as a Basic Service. The Professional shall scan and save all existing drawings obtained from the Using Agency and/or the State Records Center in PDF format as Basic Services. Provide the PDF files to the Department, Client Agency and Institution with the Contract Document submission.
2. **Selective Demolition** - All services associated with the selective demolition of portions of the existing buildings, components and systems, as necessary to accommodate the renovations and additions.
3. **Demolition of Existing Structure(s)** - All services associated with the demolition of the existing building(s) on the site.
4. **Renovations/Alterations** - All services associated with renovations, alterations and upgrades to the existing building as necessary to accomplish the Project Scope. This service also includes bringing the area affected by the work into UCC compliance, and incidental modifications required to accommodate the new addition(s).
5. **Americans with Disability Act (ADA) Compliance** - All services associated with providing accommodations necessary to comply with ADA accessibility regulations. Where full compliance is not required by the project requirements, or is not necessary for code compliance, a limited prioritized approach to ADA compliance may be accepted. UCC and L&I may require ADA improvements even when such improvements are not planned or identified in the Project Scope.
6. **Existing Conditions** - All services associated with evaluating existing conditions, however, specialized field testing, video scoping, pressure/vacuum testing or scaffolding/lift rentals to assist in evaluations may be considered additional services if determined to be required to support scope of project.
7. **Furniture, Fixtures and Equipment (FF&E)** – All services related to general space planning, power and telecommunication coordination related to FF&E. Basic Services do not include FF&E procurement support.
8. **Interior Design/Space Planning / Finishes / Signage / Furnishings Layout** – All services associated with coordinating with the Client Agency's / University's interior design and purchasing specialists for the Client Agency's/University's selection of FF&E for the Project, including coordinating the color palette with campus standards.
9. **Detailed Sequences of Construction Work Documents** - Detailed sequence of the construction work documents are required due to the nature of the use of the building. Documents are to include sequencing drawings and description of the sequencing in the Project Manual as necessary to meet the Client Agency's requirements.
10. **Hazardous Materials** - **[Select one of the following paragraphs]** It is expected that hazardous materials (i.e. asbestos, lead, PCBs and mercury) **may be** disturbed under the scope of this project. Basic Services will include environmental consultation. Design investigations may result in the recommendation for survey and testing for hazardous materials. Hazardous material surveys and testing will be authorized as an additional service. Review of all existing hazardous materials investigations, interpretation of findings and the integration of this information into the design process is a Basic Service.

[The default paragraph is the one above. In the case where due to the age of the building or other circumstance, the chance of disturbing hazardous materials is very unlikely, use the paragraph below.]

It is expected that hazardous materials (i.e. asbestos, lead, PCBs and mercury) **will not be** disturbed under the scope of this project, however, if suspect material is encountered, the Professional shall recommend the need for hazardous materials investigations. Mitigation design investigations may result in the recommendation for survey and testing for hazardous materials. Hazardous materials investigations, hazardous material surveys and testing and related design services will be authorized as an additional service.

11. **Data Management/Networking Consultation and Design** – All services associated with backbone/infrastructure for I.T., Telecommunications and Data systems requirements; including all necessary jacks/outlets, wall outlet boxes, wiring, cable and the conduit/ducts/trays from the wall boxes back to the IT/Data/Telecom room, along with the patch panel and equipment racks are Basic Services. Network and communications equipment and related equipment in the IT/Data/Telecom room are considered “loose equipment” and are not included in Basic Services.
12. **Security Consultation and Design** – All services associated with security systems, including access devices, video monitoring, recording and other provisions required to secure the facility, and conform to the existing security system.
13. **Theatrical Equipment** - **[Include this service only when this service has been negotiated as part of Basic Services.]** This service is deleted as an additional service under Exhibit B, Section C, Paragraph 1 and is included as a Basic Service. All services associated with technical theater systems (catwalks, rigging, curtains, fixed seating, sight lines, theatrical lighting suspension systems, lighting instruments) are Basic Services.
14. **Acoustical Consultation and Design Acoustical Engineering** - All services associated with acoustically sensitive areas, such as the Classrooms, Demonstration Areas, Language Labs, Conference Rooms, Offices, and Auditorium.
15. **Historic Preservation** - **[This Scope should only be included when all parties are aware during Professional negotiations that the project contains historic elements that will require a Historic Preservation Specialist or Consultant and the cost of such services is negotiated as part of Basic Services.]** This service is deleted as an additional service under Exhibit B, Section C, Paragraph 1 and is included as a Basic Service. Historic preservation is considered a key aspect of the design process, and a part of Basic Services over the entire course of this project. Buildings eligible for the National Historic Register shall be designed and constructed to maintain eligibility, and integrating preservation aspects into the project is part of Basic Services. Providing the services of a Historic Preservation Specialist or Consultant shall also be considered a Basic Service.
16. **LEED** - All services for design to a rating of **[insert level]** as the minimum requirement; however, a **[insert level]** rating is preferred. All fees paid to USGBC shall be a reimbursed expense.
17. **Audiovisual Consultation and Design** - All services associated with new a/v or the extension (included but not limited to wiring, conduit, junction boxes, etc.) of Audio Visual work required in support of the project scope. The design and selection of head end equipment for a/v **[is] [is not]** a Basic Service.
18. **[Other]**

C. ANTICIPATED ADDITIONAL SERVICES:

Additional Services for the Project shall be as described in the Agreement for Professional Services or as amended by the scope of services defined above under Basic Services and below: **[Only list the services identified during negotiations as potential additional services. Add descriptions as needed to better define the anticipated Additional Services]**

1. **Land Survey** -

2. **Geotechnical Investigation -**
3. **Subsurface Utility Investigation -**
4. **Hazardous Materials Survey -**
5. **Regulatory Permit/Approval Fees -**
6. **Wetland Delineation -**
7. **[Other]**

During the Construction Stage, it may be necessary to initiate Work Orders for the following anticipated Additional Services and QA Services: ***[Only list the services identified during negotiations as potential additional services. Add descriptions as needed to better define the anticipated Additional Services]***

1. **Geotechnical Quality Assurance Services –**
2. **NPDES Permit Inspections –**
3. **UBC Special Inspections –**
4. **Hazmat Air Monitoring Quality Assurance Services –**
5. **[Full] [Part-time] Construction Inspection –**
6. **[Other]**

D. EXCLUDED SERVICES

The following services are specifically excluded from the Professional's Basic Services scope of work: ***[Only list the services excluded during negotiations. Minimize the number listed and do not list obvious items or additional service items.]***

1. **Separate Programming Submission** – A separate Programming Submission will not be required for this Project; the Professional will make a combined Programming/Schematic Design Submission.
2. **Interim Construction Document Submission**
3. **Plaque**
4. **Professional Color Rendering**
5. **Coal Non-Use Justification**
6. **LEED Certification**
7. **[Other?] *[List other Basic Services exclusions agreed to during negotiations]***